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GROUP 1

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HANDBOOK

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PROCEDURES FOR
ADMINISTERING THE CIA CIVILIAN STANDBY RESERVE

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1. GENERAL. This handbook describes procedures for the processing and initial assignment of individuals to the CIA Civilian Standby Reserve and the administration of the program, including the use of such personnel on a current basis in tasks such as those listed in subparagraph

a (2), []

2. INITIAL PROCESSING PROCEDURES.

a. The names of those former employees and consultants recommended for membership in the Civilian Standby Reserve under the procedures outlined in [] other than those discussed in paragraph 8 b, below, will be screened through the Contract Personnel Division, Office of Personnel and the Office of Security for clearance to contact.

b. Individuals cleared for contact will be invited by letter (Exhibit A) to become members of the Civilian Standby Reserve. A non-Agency revealing letterhead will be used and the letters will be sent by registered mail to last known addresses. Invitational letters will be accompanied by a questionnaire (Exhibit B) to be completed by those who agree to accept membership in the reserve.

3. ADMINISTRATION OF REGISTER. Information available from Agency records, supplemented by that received from the Reservist on initial and follow-up questionnaires, will be recorded in the Agency's RCA 501 Electronic Data Processing system from which special runs can be produced as required; i.e., grouped according to skill, language ability, geographical area, employment affiliation, availability for special tasks, etc.

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4. PROCESSING FOR POSSIBLE CURRENT USE. Offices, major staffs and divisions which desire to explore the assets of the Civilian Standby Reserve for possible current use will submit their requirements to the Office of Personnel on Form No. _____ (Exhibit C). The Office of Personnel will nominate Civilian Standby Reservists against such requirements and will furnish the requesting office with a biographic profile, a copy of completed questionnaire (Exhibit B) and any other available information which is pertinent.

5. CONTACT REGARDING POSSIBLE CURRENT USE. The methods of establishing personal contact with Civilian Standby Reservists regarding possible current use will vary according to the task to be performed but, in general, it is expected that the following contact procedures will prevail:

- a. Through an appropriate Office of Personnel Field Recruiter for securing assistance in spotting, recruitment, or out-placement.
- b. Through a Field Contact Office for assistance in overt tasks other than those listed in subparagraph a, above.
- c. By a case officer for covert operational assistance.

6. CONTRACTING POLICIES AND PROCEDURES.

- a. Contracts for Civilian Standby Reservists who are to be used on a current basis will be processed in accordance with the pertinent provisions of Contract Personnel Regulation [] and []

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- b. Employing Component Responsible Officers, as defined in paragraph 5 a, , will notify the Office of Personnel when the contract with a Civilian Standby Reservist is terminated.

7. PERIODIC FOLLOW-UP CONTACT. Civilian Standby Reservists not being used on a current basis will be contacted periodically by the Office of Personnel to determine continued availability and interest and to develop other potentially useful information such as change in status or acquisition of new skills. (See paragraph 3, , and paragraph 8, below, for procedures for identifying Civilian Standby Reservists who are placed under contract).

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8. SECURITY PRECAUTIONS.

- a. The following procedures will be followed in order to reduce the possibility of contacting potential or actual members of the Civilian Standby Reserve who are to be used on a current basis:

- (1) At time of exit interview a cover sheet (Exhibit D) will be placed in the 201 file of former employees whose 1152's or 1152a's contain a recommendation for membership in the Civilian Standby Reserve. This will be replaced with another cover sheet (Exhibit E) when the individual actually becomes a member of the Reserve.
- (2) In any case involving a former employee whose 201 file has been flagged as outlined in subparagraph a, above, Form No. 204, Contract Information and Check List, as well as the final contract, will be stamped "RECOMMENDED FOR CIVILIAN STANDBY RESERVE" or "MEMBER CIVILIAN STANDBY RESERVE" as appropriate.

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b. Although the Office of Personnel will maintain a record of the following categories of former employees, they will not be contacted in a routine manner regarding possible membership in the Civilian Standby Reserve:

- (1) Those married to an Agency employee.
- (2) Those residing outside the United States.
- (3) Those who are placed under contract for current use prior to becoming members of the Reserve. (See paragraph 3, Contract Personnel, and subparagraph a (2) above for procedures for identifying such personnel).

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C-O-N-F-I-D-E-N-T-I-A-L

Dear Mr. _____:

I would like to take this opportunity to invite you, on behalf of the Director, to become a member of the organization's Civilian Standby Reserve. The purpose of this reserve program is to establish and maintain on a current basis a register of certain former employees who, because of their particular skills and/or status, are believed to be capable of rendering invaluable assistance to the organization.

The basic objective of the program is to remain in touch with a selected group of persons who might be willing, if circumstances permit, to rejoin the organization in full time status in event of urgent need in a future emergency. However, we believe that the assistance which could be rendered by such a group on a current basis is equally important. As you probably know, our normal operations require a variety of tasks which can best be performed on a part time basis by persons outside the organization because of their special skills, status, association, employment affiliation and/or geographical location. Needless to say, the added knowledge of some of the intricacies of the organization possessed by a former employee would provide a better understanding of the requirement and facilitate the performance of the task. In addition, we visualize that the members of such a reserve could render invaluable assistance in such areas as recruitment and out-placement of personnel.

Membership in the Reserve does not obligate an individual to perform any services but does reflect a willingness to be considered as available should the need arise and should personal circumstances permit.

EXHIBIT A

It should be clearly understood that Reservists will not be asked to undertake any tasks which would in any way jeopardize or interfere with their regular employment, whether in private enterprise or with the Federal Government. Any military reserve obligation or commitment would, of course, take priority.

I am sure you understand that it is impractical for the organization to foster an "Association" for its former employees and that it is essential that information regarding the existence of this Reserve or membership therein not be divulged unnecessarily. While formal recognition cannot be given for services rendered, I trust that the personal satisfaction which you will derive from this opportunity to again serve the organization is sufficient to merit your giving serious consideration to becoming a member of the Reserve.

If you are interested in this program, please complete and return the enclosed questionnaire at your earliest convenience. You may be contacted at some future date, either by letter from this office, or in person by an accredited representative, if you indicate on your questionnaire a willingness and a capability to undertake special tasks from time to time. At any rate, we expect to contact all Reservists periodically on a routine basis in order to ascertain current address and to develop other potentially useful information. We may of course suspend contact during any period that a Reservist is engaged in a mission for the organization or while traveling or residing outside the United States.

Sincerely,

QUESTIONNAIRE FOR CIVILIAN STANDBY RESERVISTS

1. Name: _____
2. Permanent Address: _____
3. Mailing Address: _____
4. Telephone Number: _____
5. Current Employment Affiliation: _____
6. Nature of Duties: _____
7. Current military reserve status:
 - a. Service: _____
 - b. Unit: _____
 - c. Location: _____
 - d. Expiration of Obligation (If applicable): _____
 - e. Military reserve grade: _____
8. Remarks concerning full time employment in a national emergency: _____
9. Remarks concerning current occasional part time employment : _____
 - a. Special considerations (if applicable):
 - (1) Approximate number of consecutive days in each year which could be devoted to a task if necessary: _____
 - (2) Time of year most suitable: _____
 - (3) Advance notice required: _____

(4) Ability to travel:

(a) Immediate area _____

(b) Anywhere in U. S. _____

(c) Other _____

b. Remarks concerning any planned travel or temporary residence
outside the United States: _____

10. Additional Remarks (Comments regarding possible ways of assisting):

(Signature)

(Date)

Instructions: Complete in Triplicate - Forward Copies 1 and 2 to OP

- Form Approved For Release 2002/06/14 : CIA-RDP82-00490R000100020033-9

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CIVILIAN STANDBY RESERVE PROGRAM
OFFICIAL AGENCY FILE INFORMATION SHEET

DATE: _____

1. NAME: _____
 Last First Middle
2. The above named individual has been nominated for membership in the CIA Civilian Standby Reserve and will probably be contacted in the near future by the Office of Personnel regarding this program.
3. If this individual is reemployed by the Agency in any manner the Mobilization and Reserve Branch, Office of Personnel should be notified at once.

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EXHIBIT D

DATE: _____

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